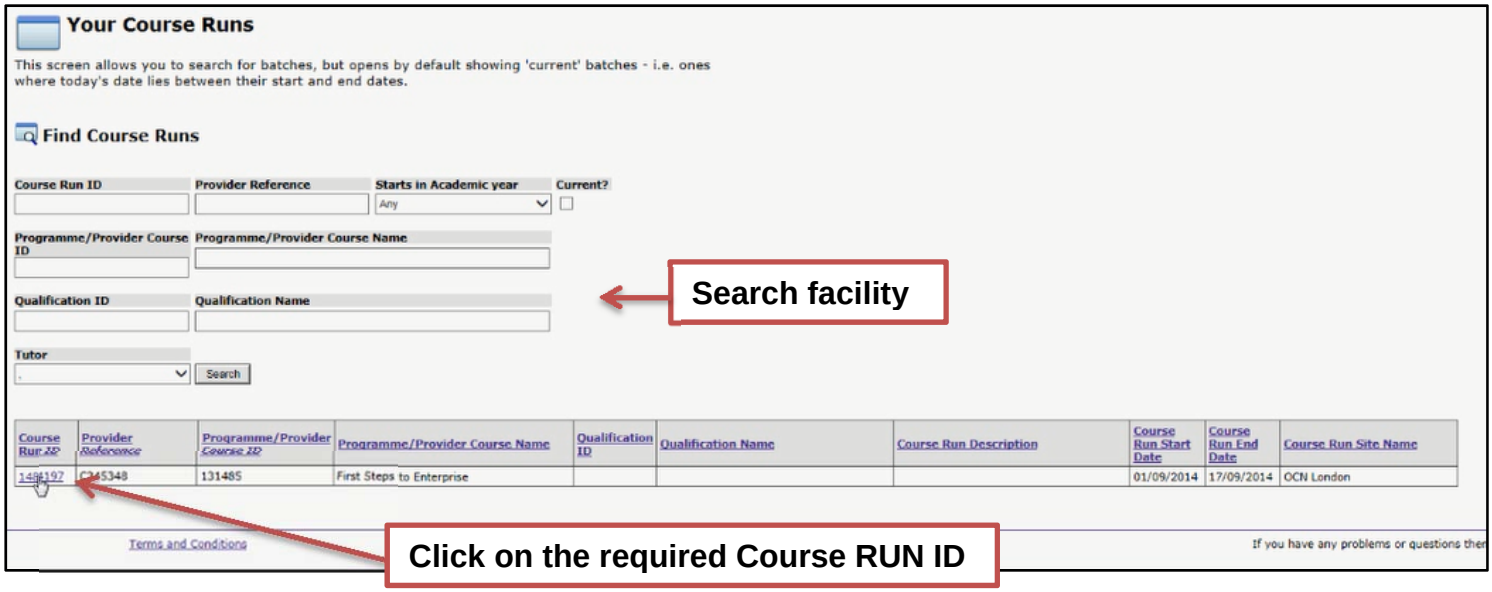
QuartzWeb User Guide Downloading, Completing and Submitting ERACs

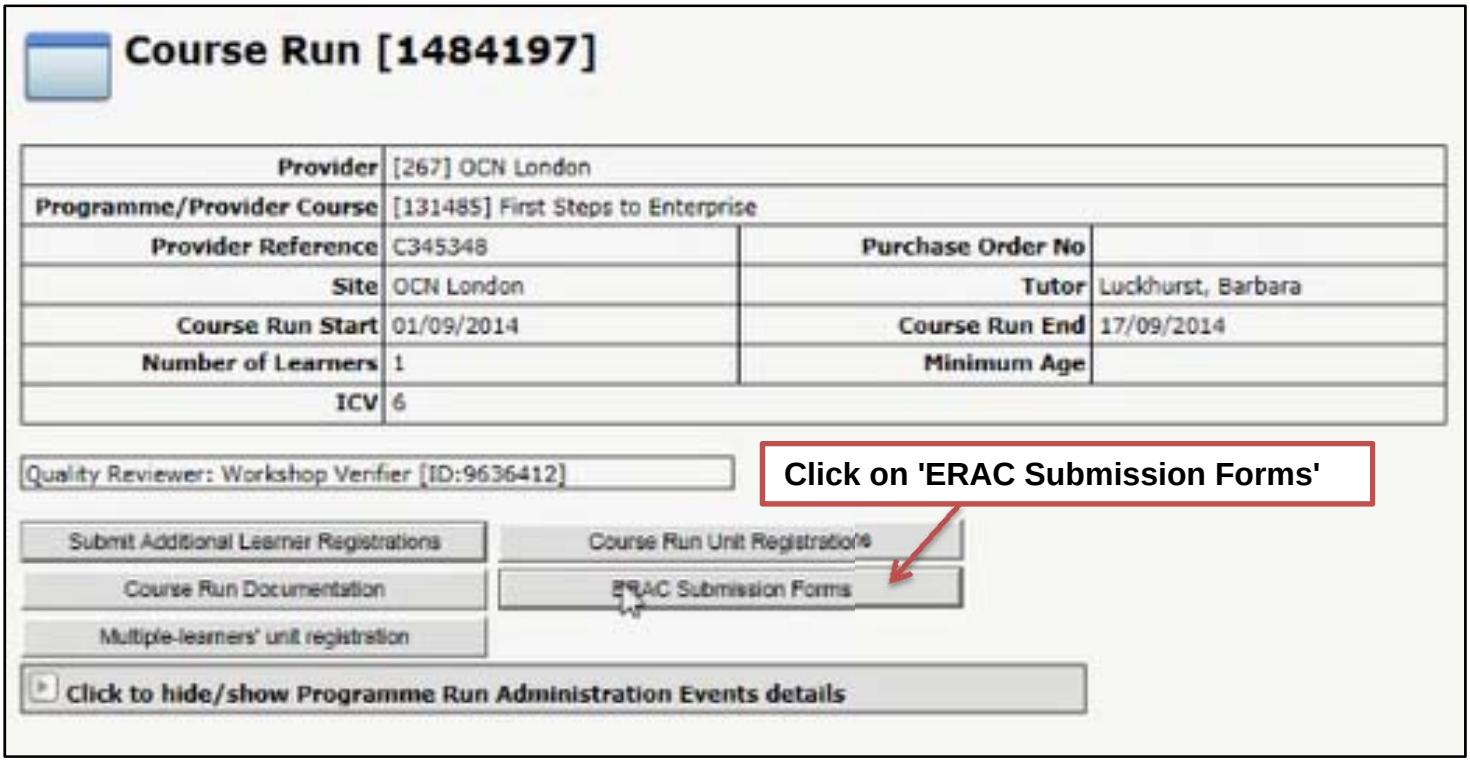
Downloading ERACs

Log in to QuartzWeb and choose 'Review Classes' from the left hand side menu.

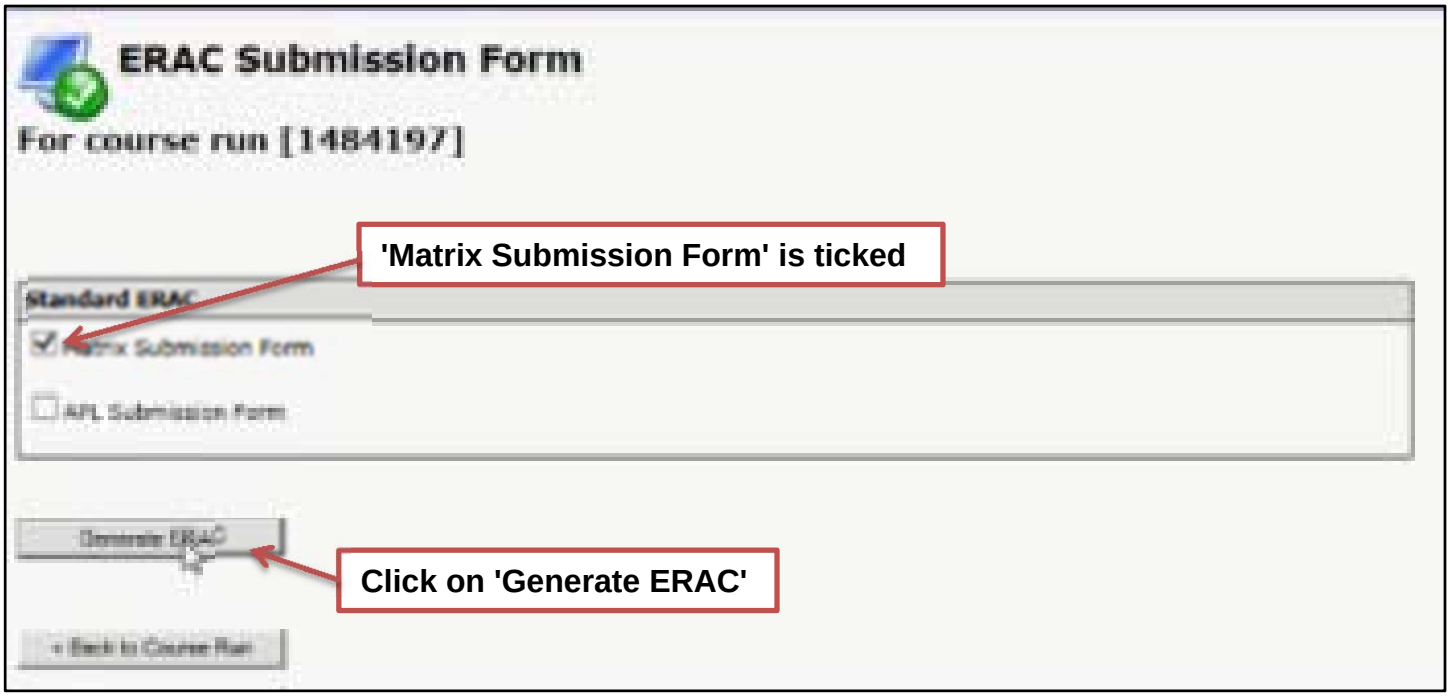
Click on the required Course Run ID (you may need to use the search facility).



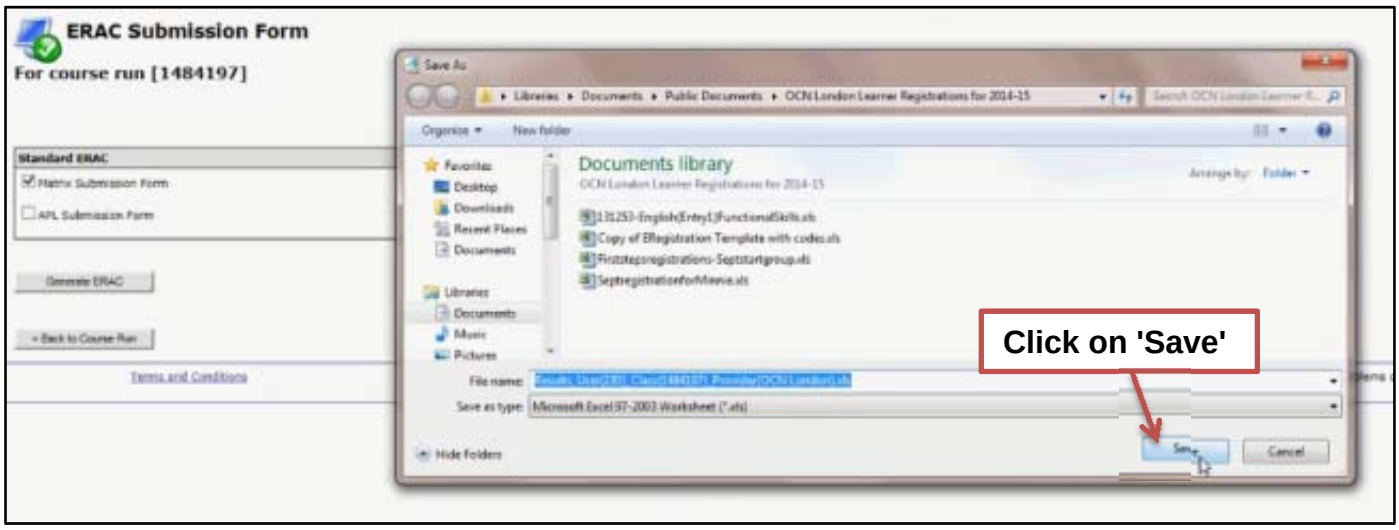
Click on ‘ERAC Submission Forms’.



Ensure ‘Matrix Submission Form’ is ticked then click on ‘Generate ERAC’.

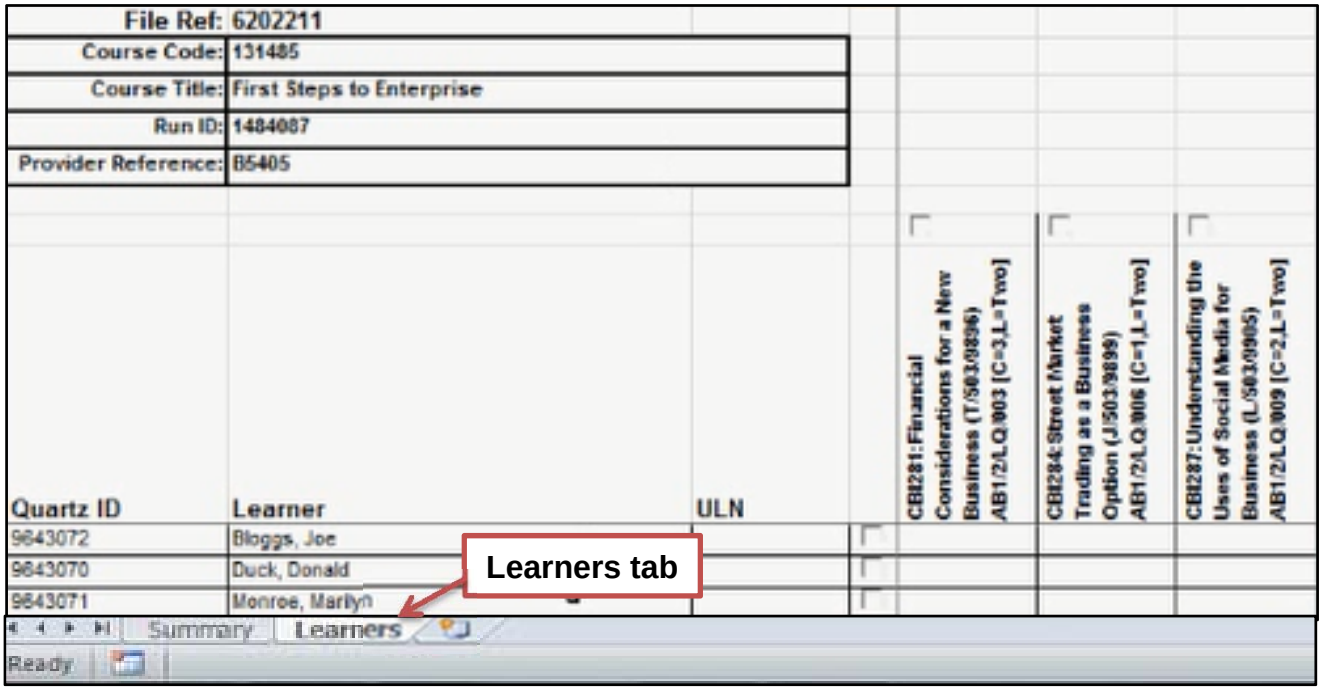


The ERAC is then available as an Excel document. Save the ERAC to your desktop or designated folder.

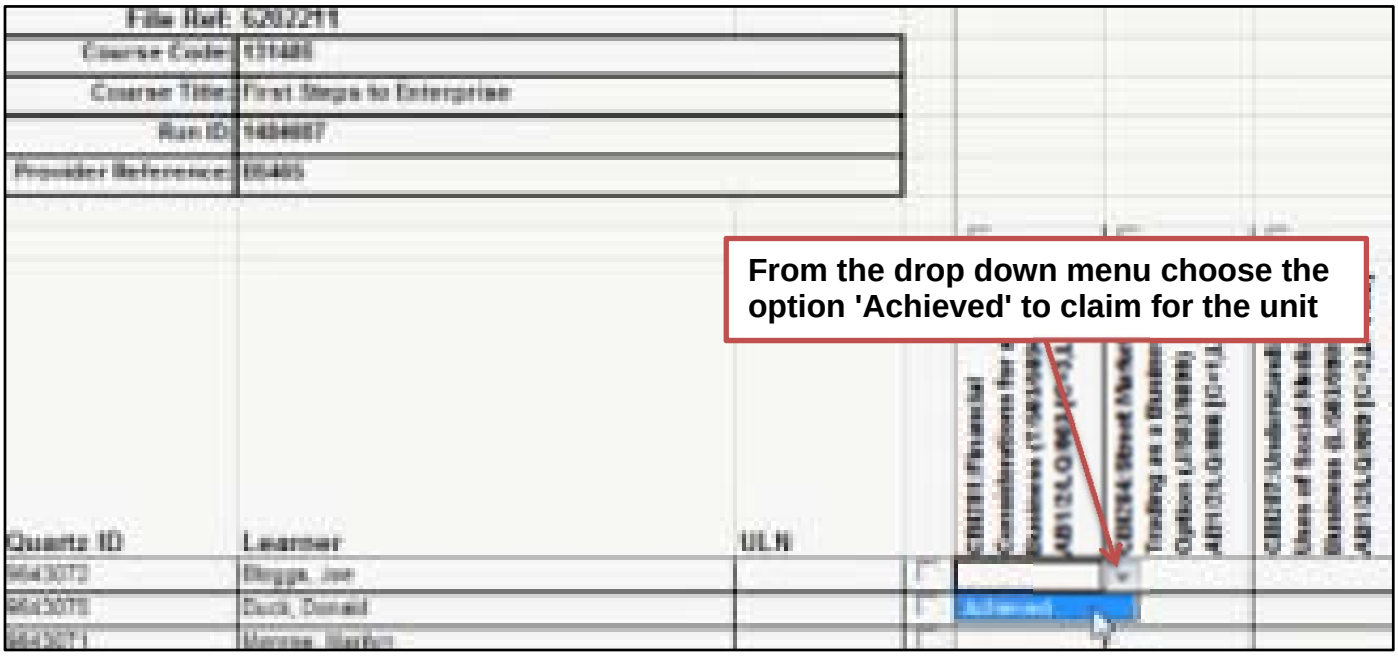


Completing ERACs

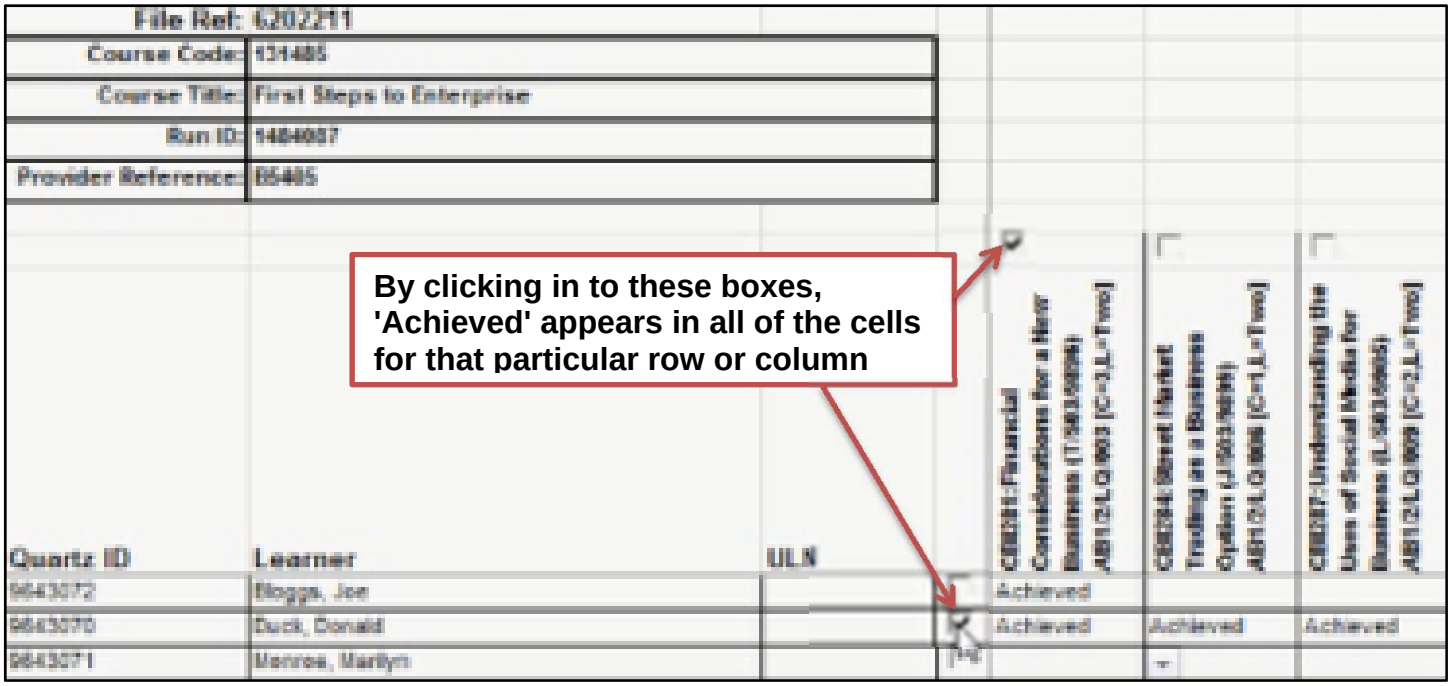
Once you open the ERAC, you will be taken to the Learners tab where the results need to be entered (you may see a Security Warning box first from which you need to please select 'enable macros').



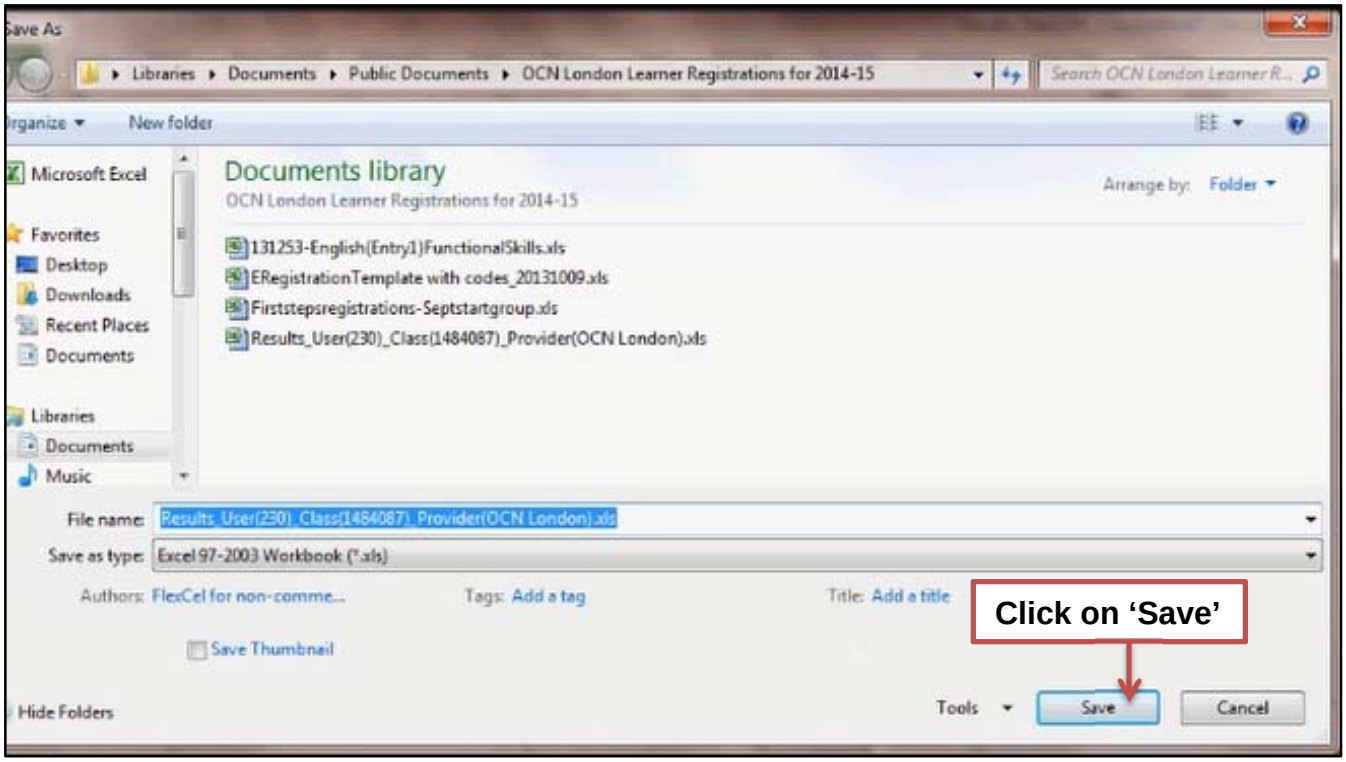
To enter results click into the required cell, a drop down menu will appear. Please choose the option 'Achieved' to claim for the unit.



As a shortcut, there are clear boxes above the unit titles across the top of the page. By clicking in to these, 'Achieved' appears in all of the cells for that particular row or column. If not required for a particular learner, you would need to just click in to the cell and press delete.

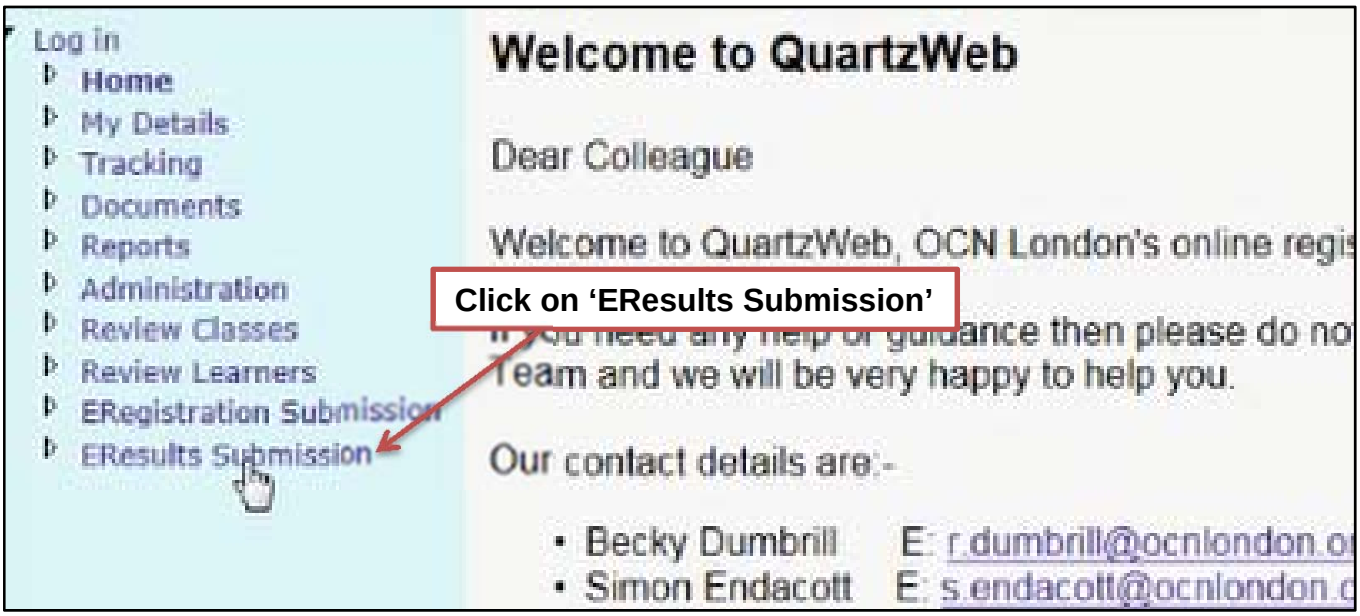


Once completed please save a copy of the ERAC.

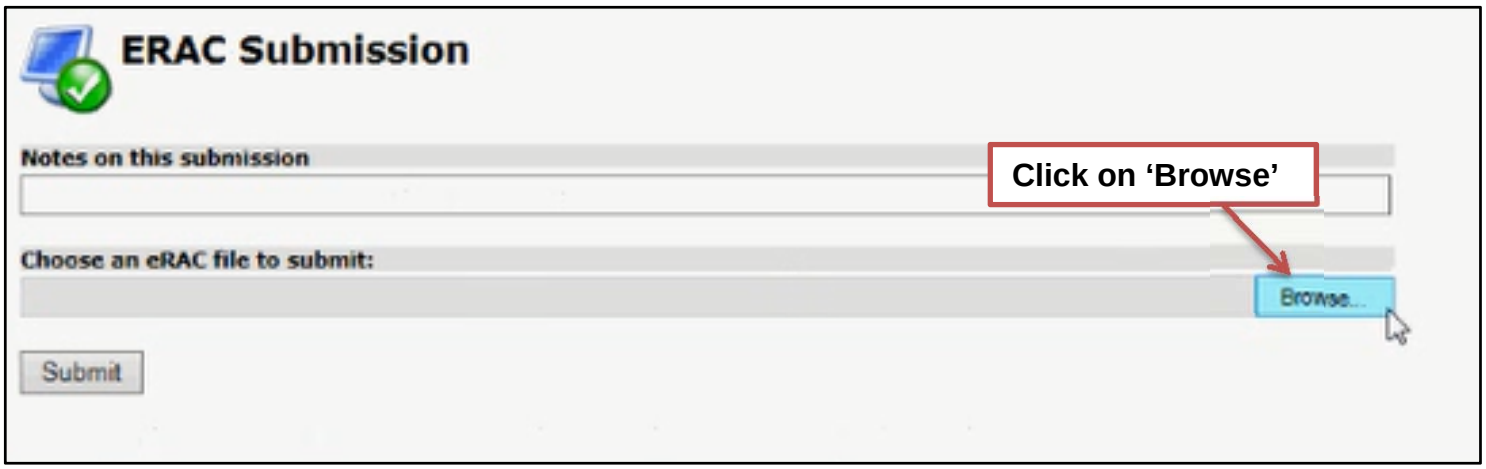


Submitting Completed ERACs

Choose ‘EResults Submission’ from the left hand side menu.



Click on ‘Browse’ to find the completed ERAC.



Click on ‘Submit’ – this will send an automated email to your OCN London Quality Reviewer advising that there are results to be verified.